

# JOB VACANCY

## Butler

**The Butler is a personal employee of the Deputy Chief of Mission of the United States of America, in Bucharest and is employed at their residence in Baneasa.**

### **Basic functions of position:**

- Performs and coordinates cleaning and maintenance of the Residence
- Coordinates representation events
- Serves at buffet style or sit down functions
- Drives personal vehicle to accomplish Residence related errands, as needed
- Assists with preparation of food and drinks at official receptions, dinners and other functions
- Prepares reports, maintains and oversees all residence accounts, records

### **Requirements:**

- Minimum 1 year experience in serving at formal functions and receptions as a butler or similar work experience in a diplomatic environment, luxury hotel, cruise ship, upscale restaurant, etc.
- Good managerial and interpersonal skills
- Ability to communicate effectively in English and Romanian
- Drivers license, good driving skills and a personal vehicle
- Post secondary education in tourism/restaurant/hotel management or services is preferable

**Salary:** Gross 3758 RON a month

**Hours:** 09:00 – 17:30 (includes a 30 minute lunch break) and occasional overtime for special events

**Benefits:** Christmas bonus, supplementary medical reimbursement and other benefits in accordance with Romanian law (pension-medical-unemployment.)

**Applicants can send resumes, references, etc. via email:**

**[BucharestRecruitment@state.gov](mailto:BucharestRecruitment@state.gov) or they can bring them to the Embassy gate and address it for Human Resources.**

Closing date for this position: August 27, 2015.

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